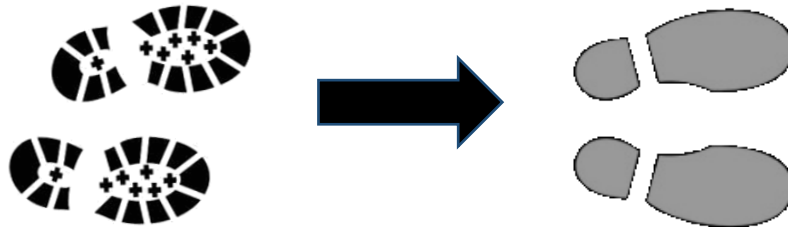




JBLM

Service Member for Life – Transition Assistance Program

(SFL-TAP) Handbook



February 2015

"Once a Service Member, Always a Service Member...a Service Member for Life!"

This handbook belongs to: _____

Preface

Leaders at every level must ensure that Service Members (SMs) transitioning out of the Armed Services are prepared for an effective transition from active duty into the civilian workforce. The SFL-TAP initiative is designed to support the successful transition of SMs.

Leaders at all levels must synchronize unit efforts with SFL-TAP and ensure SMs complete the Department of Defense mandated transition tasks IAW established transition timelines. The SFL-TAP center will track each individual's completion of the Career Readiness Standards (CRS) in TAP XXI. Commanders also have the ability to track progress at the unit level. Engaged and active leadership will empower leaders to build resilience in their formations while also providing SMs the appropriate resources during transition. These resources will help to create a positive transition and effectively develop future ambassadors of military service in our transitioning population.

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SFL-TAP Foreword / Problem Statement

According to current U.S. Department of Labor data, there are 3.4 million job openings in the United States. Yet, many employers are finding that workers do not have the skills or training necessary for many positions.

There are nearly 900,000 unemployed Veterans in the United States and the latest Department of Labor unemployment report shows that the average unemployment rate among Veterans was 4.5% and 12.1% for Veterans younger than 24 years old. Unemployment is a challenging issue that causes high levels of stress and leads to depression and homelessness. Veterans between the ages of 35 and 64, the group with the highest financial obligations and the fewest available VA education and training options, make up nearly two-thirds of all unemployed Veterans.

At JBLM in FY14, 8,000 SMs left military service. Current data indicates that a significant percentage of those SM are not fully utilizing, or utilizing in a timely manner, the employment preparation, employment referral, continuing education and healthcare services. This has the potential to leave SMs unprepared for their next challenge as they reintegrate into civilian society.

The SFL-TAP Program connects Army, governmental and community efforts to build relationships that facilitate successful reintegration of our Active and retired SMs, Veterans and their Families.

This handbook outlines the key tasks and resources that are available during the transition process. It is important to understand that this handbook provides a quick “one-stop” resource for leaders to assist SMs in the transition from military service. The purpose of this handbook is twofold:

- 1) To provide command teams and supervisors information and resources to support the transition process and;
- 2) To provide transitioning SMs an outline of the required steps in support of a successful transition.

This handbook does not supersede or replace any Army or Department of Defense (DoD) regulations. As of the publication date, the information in this handbook is current. However, regulations are subject to change.

Before taking any final actions, leaders must refer to the appropriate Service-specific regulations.

Chapter 1 – SFL-TAP Introduction

The SFL-TAP Program, formally the Army Career and Alumni Program (ACAP), is the Army's Transition Program responsible for providing SMs with the counseling, employment and education workshops, and seminars required to achieve the Veterans Opportunity to Work (VOW) and Career Readiness Standards (CRS) mandated compliance. This is a key initiative based on the Service Member Lifecycle (SLC), which carries SMs from initial enlistment through separation or retirement.

The SLC promotes lifelong learning, individual development and transition-related requirements throughout a SM's military career. The Transition SLC further demonstrates the Army's commitment to supporting SMs in all stages of their military career and beyond.

The overarching mission of SFL-TAP is to prepare and connect SMs to ensure the greatest opportunities for successful personal and career achievement upon transition from active duty and to create lifelong ambassadors of military service.

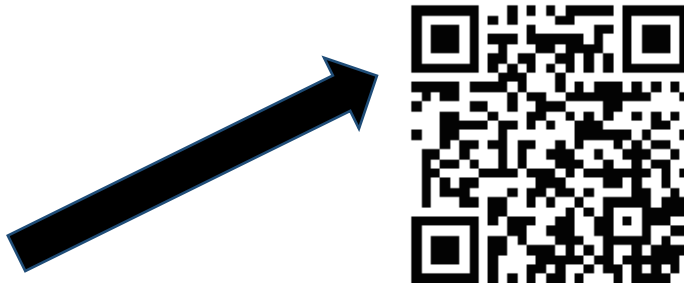
Eligibility

All SMs completing 180 days of continuous Active Duty service are required to meet VOW/CRS compliance. Eligible SMs will begin receiving transition counseling and employment assistance 18 months prior to transitioning from Active Duty or 24 months prior to retirement. Eligible Family members may participate in SFL-TAP services as soon as their SM is registered with SFL-TAP.

SMs going through MEB/IDES proceedings for medical separation or retirement and those SMs being administratively separated from military service must begin the transition process at the earliest available opportunity.

Active duty SMs and their eligible Family members may participate in SFL-TAP services up to 180 days following their release from active duty. If retiring, SFL-TAP services are available on a space available basis for life.

The program has counselors and staff world-wide located on most Army installations. Visit the SFL-TAP homepage at <http://ServiceMemberforlife.army.mil> for additional information. The SFL-TAP Virtual Center is available by visiting <https://www.SFL-TAP.army.mil/>, or by calling 1-800-325-4715.



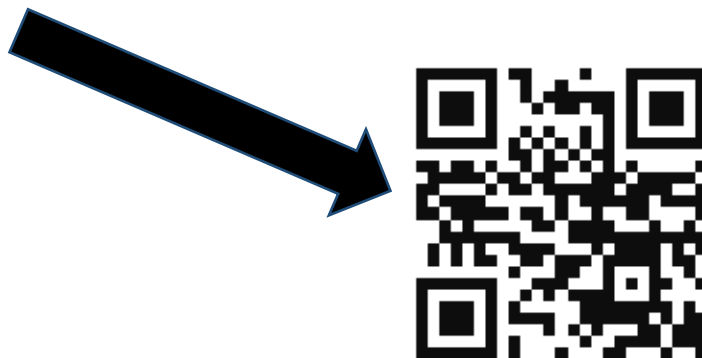
Scan the Code for a direct link!

Veterans Opportunity to Work Act of 2011

The “VOW to Hire Heroes Act” is a series of comprehensive legislation, laws and Veterans’ tax credits that will address the high rate of Veterans’ unemployment by:

- Expanding Education & Training: The VOW to Hire Heroes Act of 2011 provides nearly 100,000 unemployed Veterans with up to 1-year of additional Montgomery GI Bill benefits to qualify for jobs in high-demand sectors, from trucking to technology. It also provides disabled Veterans who have exhausted their unemployment benefits up to 1-year of additional VA Vocational Rehabilitation and Employment benefits.
- Improving the Transition Assistance Program (TAP): Too many SMs don’t participate in TAP and enter Civilian life without a basic understanding of how to compete in a tight job market. Therefore, the VOW to Hire Heroes Act makes TAP mandatory for SMs transitioning to civilian status, upgrades career counseling options and job hunting skills. It also ensures the program is tailored to individuals for the current job market.
- Facilitating Seamless Transition: Getting a civil service job can often take months which often forces a Veteran to seek unemployment benefits. To shorten the time to start a Federal job after discharge, this bill allows SMs to begin the Federal employment process by acquiring Veterans preference status prior to separation. This facilitates a more seamless transition to civil service jobs at VA or other Federal agencies that would benefit from hiring our Veterans.
- Translating Military Skills and Training: This bill also requires the Department of Labor to take a hard look at how to translate military skills and training to civilian sector jobs, and will work to make it easier to get the licenses and certification our veterans need.
- Veterans Tax Credits: The VOW to Hire Heroes Act provides tax credits for hiring Veterans and disabled Veterans who are out of work.

Want to know more? Scan it!



Career Readiness Standards

Career Readiness Standards (CRS) are a series of gateways and deliverables that will help to ensure that SMs leave military service ready to immediately transition into a new career. When executed properly, the SM stands a higher likelihood for success and a lower likelihood for needing to file a claim for unemployment benefits.

SMs must meet VOW/CRS compliance prior to the transition date on the DD 214. The final quality control for meeting CRS is "Capstone," which must be completed NLT 90 days prior to separation. Requirements are as follows:

1. Pre-separation Counseling (DD Form 2648/-1)
2. VA Benefits Briefings I & II
3. Department of Labor (DOL) Employment Workshop - Receive DOL Gold Card
4. Individual Transition Plan (ITP)
5. VA eBenefits registration
6. 12-month post-separation budget
7. MOS Crosswalk - Gap Analysis
8. Complete job application package OR received job offer letter
 - Private or Federal resume and references
 - Two submitted job applications
9. Documented continued Military Service opportunity (Active Component only)
10. Complete individual assessment tool
11. Capstone exercise with DD Form 2958
12. Career Tracks (Accessing Higher Education, Vocational/Technical, Entrepreneurship) IAW SM's ITP
 - Accessing Higher Education / Vocational/Technical Training; requirements are:
 - Assessment to identify aptitudes, interests, strengths, and skills
 - Comparison of academic or training institution choice
 - College, university, or technical training application or acceptance letter
 - Confirmation of 1:1 counseling with a college, university or technical institution advisor or counselor
 - Entrepreneurship Track

Career Readiness Standards (CRS)

TO MEET CRS, SERVICE MEMBERS MUST:

- >> Complete pre-separation counseling (DD Form 2648)
- >> Prepare a DoD standardized 12-month budget
- >> Complete a standardized DoD Individual Transition Plan (ITP)
- >> Register on eBenefits (www.ebenefits.va.gov)
- >> Complete Continuum of Military Service counseling
- >> Evaluate transferability of military skills to the civilian workforce (complete Military Occupational Code Crosswalk and DoD standardized gap analysis)
- >> Document requirements and eligibility for licensure, certification, and apprenticeship (as applicable)
- >> Complete an assessment tool to identify personal interests and leanings regarding career selection
- >> Complete a job application package or present a job offer letter
- >> Receive a Department of Labor (DOL) Gold Card and demonstrate understanding of post 9/11 Veteran priority American Job Centers
- >> Attend VA Benefits I and II Briefings
- >> Attend the DOL Employment Workshop
- >> Complete Transition GPS Training Tracks (as applicable)
 - Accessing Higher Education
 - Career Technical Training
 - Entrepreneurship



www.DoDTAP.mil

Chapter 2 – Voluntary Retirement

This chapter provides a brief synopsis on the procedures, roles and responsibilities of those SMs who will retire from military service. Retirement takes planning that should include both the SM and their Family. Each SM and their Family should look ahead toward that day when retirement is possible – and consider all the options. If you plan to retire in the next two years, it's a good idea to review the following steps and subjects. While the thought of retiring is daunting to some, proper planning will help to reduce much of the anxiety associated with the transition.

Preparing to Retire

SMs should start gathering information and planning their military retirement 12-24 months before submitting the retirement application. In a survey of recently retired SMs, 88% indicated their pre-retirement briefing was "extremely" or "critically" important to their retirement planning. Changing from military to civilian lifestyles is not always an easy task, but effective planning can be a big help. Upon military retirement, SMs often change locations, careers and lifestyles.

SMs can begin the SFL-TAP process 24 months prior to retirement, an approved retirement is not needed to start the process. This allows SMs to begin the process well in advance of the actual retirement packet being submitted. The SFL-TAP program provides specialized retirement (all ranks) and executive level (E-8 and above, CW3 and above and O-4 and above) coursework to assist in the retirement planning process.

At least 12 months before the planned retirement, SMs must attend a pre-retirement briefing provided by a Retirement Services Officer. SMs are encouraged to attend a pre-retirement briefing before a retirement application is submitted and another shortly before an actual retirement date. Spouses are strongly encouraged to attend the briefing.

SMs cannot physically file their request for retirement until they are within the 9-12 month window from their requested retirement date. The only exception to this is SMs who meet the Time in Service (TIS) requirement (19 years, 6 months of Active Federal Service) and request retirement in lieu of a DA-directed PCS Move. If this applies, SMs can submit a retirement request with a retirement date effective the first day of the sixth month after the request.

Your JBLM point of contact for retirements is the Department of Human Resources – Military Personnel Division – Retirement Services Office. The RSO team may be reached at (253) 966-5884 or at (253) 966-5881. Alternatively, the JBLM-RSO group email address is:

usarmy.jblm.imcom.list.dhr-mpd-retirement-services@mail.mil

The JBLM RSO team website can be found at:

<http://www.lewis-mcchord.army.mil/dhr/rso/>

Retirement Planning Documents

As you plan for retirement, it will be important to understand the timelines, military pay audits, retirement benefits and entitlements, concurrent retirement and disability payments (CRDP), retired pay; the Survivor Benefit Plan (SBP), health benefits, whether you opted in for the Career Status Bonus and more.

Retirement packets will be submitted through S1 channels. Unit S1s process completed packets to the RSO for further processing. The list below contains some helpful resources with direct links to online briefings:

- DA Pre-Retirement Briefing Slides or PDF version - This briefing is mandatory; all SMs should receive NET 12 months before retiring and NLT 4 months prior to the start of transition leave and/or Transition Permissive Temporary Duty (TPTDY). Link:
<http://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/New%20DA%20Pre-Retirement%20Slides%202014.pptx>
- Pre-Retirement Counseling Guide - A guide with detailed retirement planning information. Link:
<http://soldierforlife.army.mil/sites/default/files/content/docs/2014/2014%20US%20Army%20Retirement%20Counseling%20Guide.pdf>
- Get Ready For Retirement Brochure that outlines subject areas SMs should know about when planning for their retirement. Link:
http://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/Get_Ready_For_Retirement.pdf
- Which Pay Plan Are You Under? - Brochure details the three military retired pay plans. Link:
http://soldierforlife.army.mil/sites/default/files/content/docs/static/csb_redux/Which%20Ret%20Pay%20Plan.pdf
- Reserve Component Retirement System - Link to Human Resources Command's Reserve Retirements Branch. Link:
<https://www.hrc.army.mil/site/Reserve/soldierservices/retirement/index.htm>
- SFL-Transition Assistance Program (TAP) - Link to the SFL-TAP web site. Link:
http://myarmybenefits.us.army.mil/Home/Benefit_Library/Federal_Benefits_Page/Transition_Assistance_Program_%28TAP%29.html
- Historical Highlights of Retired Pay – A brief history of Non-Disability Retired Pay. Link:
<http://soldierforlife.army.mil/sites/default/files/content/docs/2014/Retired%20Pay%20History.pdf>
- Retiring on the Same Day as a Basic Pay Change – From the Army G-1 RSO: How Federal law applies to SMs who retire on the same day as a basic pay change (usually January 1st). Link:
<http://soldierforlife.army.mil/sites/default/files/content/docs/2014/RetiringSameDay.pdf>

Your JBLM RSO is your direct link to retirement services prior to and after your retirement. There are many opportunities available through your RSO to serve on various retirement committees and councils as a retired volunteer.

Enlisted Retirement Documents

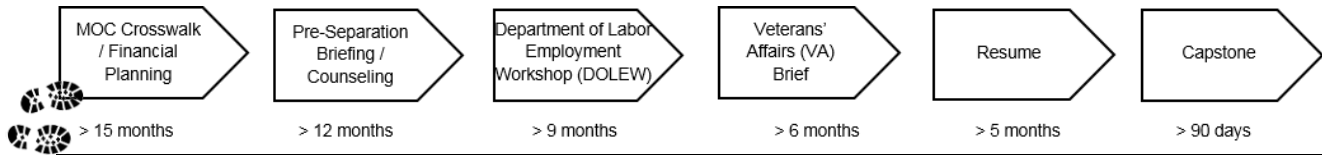
- DA Form 4187 indicating request for voluntary retirement
- DA Form 31 for Transition Leave
- DA Form 31 for TPTDY
- DD Form 2648
- DA Form 1506 (in case of breaks in service or service in multiple components)

Warrant and Commissioned Officer Documents

- Retirement MFR
- Pre-Retirement Information MFR
- DA Form 31 for Transition Leave
- DA Form 31 for TPTDY
- DD Form 2648
- DA Form 1506 (in case of breaks in service or service in multiple components)

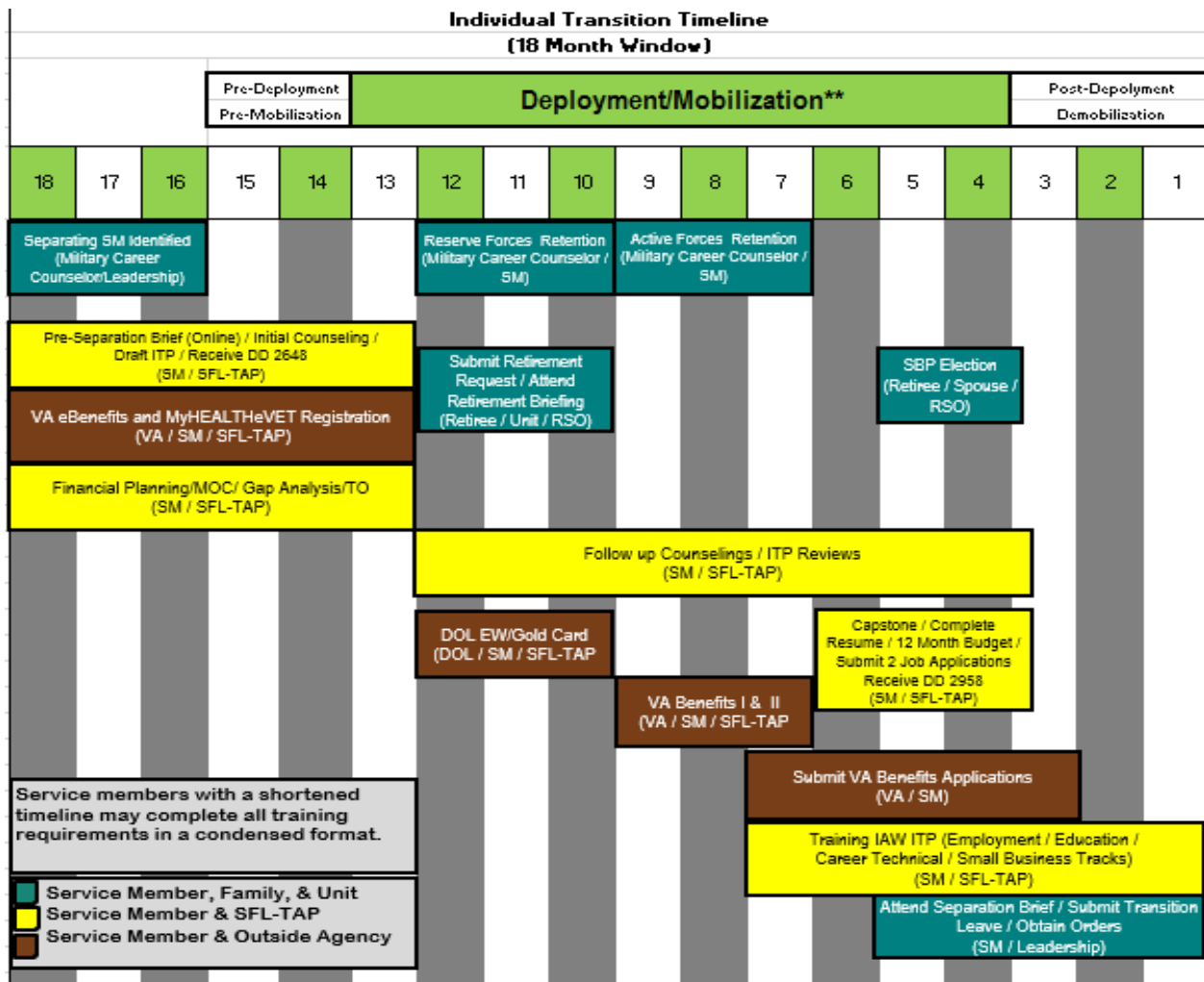
For further questions regarding your retirement, or to verify that you have sufficient time in service (TIS) to retire, contact your unit-level S-1. Remember to check to see if you have an Active Duty Service Obligation (ADSO) as the result of a military school or a Post 9-11 GI Bill transfer.

Chapter 3: 18 to 12 months prior to Separation



This chapter provides a brief overview of the procedures and responsibilities of a transitioning SM in the 18-15 month window prior to separation. The transition process begins with registration in the SFL-TAP program and mandatory pre-separation counseling. As you work your way through the transitions process, you will work closely with SFL-TAP to help guide you along your schedule of events to ensure the most effective transition possible. Generally speaking, these events are completed in order. A monthly schedule of classes is available on the SFL-TAP website at <http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/>.

The below table visually depicts a Service Member's Transition timeline.



MOC Crosswalk

The Military Occupational Code (MOC) Crosswalk demonstrates how to translate your military skills, training and experience into credentialing appropriate for civilian jobs. You will be able to document your military career experience and skills, translate your military occupation experience to civilian sector occupations and skills and identify gaps in training or experience to meet your personal career goals.

The MOC Crosswalk takes place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at <http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/>.

Financial Planning Seminar

It is important that you meet with a financial planner to ensure that you have a clear understanding of your direct and indirect military compensation. Additionally, you should build a transition budget to ensure your financial obligations are fulfilled as you transition from military service.

The financial planning workshop takes place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at <http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/>.

Pre-Separation Counseling

The Pre-Separation Counseling process starts with completion of the checklist which provides an overview of the programs and services available during your transition. You will receive in-depth counseling from trained and qualified TAP professionals which will allow you to prepare effectively for all aspects of transition. You will be introduced to the Individual Transition Plan (ITP) requirement which will help determine the actions necessary to achieve your post-service career goals. The counseling services cover a range of topics including education and training, employment and career goals, financial management, health, wellbeing and relocation and housing. The pre-separation counseling may be completed in person at the JBLM SFL-TAP Center or online at <https://www.SFL-TAP.army.mil>. Completion of the counseling generates the DD Form 2648, a transition requirement.

Pre-separation Counseling takes place at building 3271 on 2nd Division Drive. This office is open from 0800 to 1700 Monday-Wednesday and Friday and 1000-1700 on Thursday. The office is open on DONSA's but closed on Federal holidays.

Getting Started

OPTION 1 CALL IN	OPTION 2 WALK IN	OPTION 3 ANY COMPUTER
253-967-3258/5599	BLDG 3271 LEWIS MAIN	GO TO www.acap.army.mil
SCHEDULE APPT	USE COMPUTER LAB	LOG IN W/ AKO
		Take Pre-Separation Brief

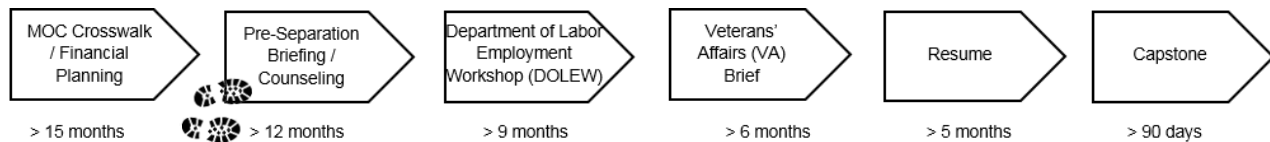
Resilient Transitions Overview

The Resilient Transitions Overview highlights some of the challenges inherent with any life changing event and the opportunities to receive information and engage with professional and supportive staffs throughout the Transition Assistance Program (TAP).

Resilient Transitions will introduce you to resources on transition-related issues, including considerations for Families, support systems, the value of a mentor and special issues that eligible SMs and their Families may encounter as they prepare for post-military life. The focus of the curriculum is to connect you with professional agencies based on the need for support and guidance before you separate.

The Transition Overview workshop takes place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at <http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/>.

Chapter Four: 12 to 9 month window prior to Separation



This chapter provides an overview of the procedures and responsibilities of transitioning SMs within 12 - 9 month window prior to separation.

Pre Separation Counseling

SMs preparing to transition from military to civilian life are required by law to attend a pre-separation counseling briefing. The pre-separation brief is designed to make transitioning military members aware of all the services and benefits available to them and their Family members.

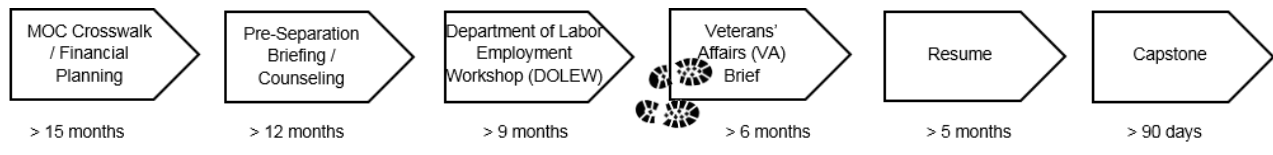
Department of Labor Employment Workshop

The Department of Labor Employment Workshop (DOLEW) is a mandatory and comprehensive three-day curriculum that covers best practices in career development. The workshop is engaging, relevant and addresses the unique challenges facing transitioning SMs. SMs receive vital skills in this workshop, including learning interview skills, building effective resumes and using emerging technology to network and search for employment. JBLM offers separate DOLEW workshops to meet the needs of specialized populations. Each month there are DOLEW workshops for retirees, executives, medical boards and administratively-separating SMs.

The DOLEW workshop takes place at the Hawk Transition Center, building 11577 on JBLM-North.

A monthly schedule of classes is available on the SFL-TAP website at <http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/>.

Chapter Five: 6 to 5 month window prior to Separation



This chapter provides a synopsis on the procedures, roles and responsibilities of a transitioning SM in the 6-5 month window prior to separation.

VA Benefits Briefings I and II

These VA-led mandatory workshops will provide you with information on available Veterans benefits and services. Upon completion, you should know how to apply for Veterans health, education, home loan guaranty, insurance, and disability benefits. These benefits are subject to certain availability restrictions based on the type of discharge that you are receiving.

After these briefings, you will also know how to connect with VA staff for further assistance. A SM who was injured or who has developed a disease/illness while on active duty, or feels their health conditions were made worse (aggravated) by active duty military service, will file a VA disability claim between 180 and 60 days prior to retirement or separation.

SMs in this phase of transition should confirm their enrollments in eBenefits, My HealtheVet and the Department of Labor (DoL) Career One Stop.

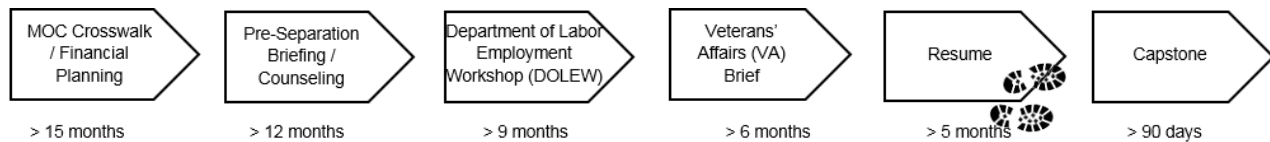
The VA Benefits workshops take place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at <http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/>.

Resume

A key document in the transition process is the SM's Resume. A resume is a key way to advertise your skills and abilities to a potential employer. The Department of Labor Employment Workshop will provide you information required to complete your resume. A completed resume is required five months from separation.

SMs may contact SFL-TAP staff for scheduling the advanced resume writing class. Assistance is also available for the Federal resume.

Chapter Six: 5 to 3 months prior to Separation



This chapter provides a brief overview of the procedures and responsibilities of a transitioning SM in the 6-3 month window prior to separation.

Department of Labor statistics show that it takes, on average, 6 months for a transitioning SM to secure employment. As a result, the final six months of the program are dedicated to introducing the SM to the appropriate resources that will introduce and connect them to their next opportunity.

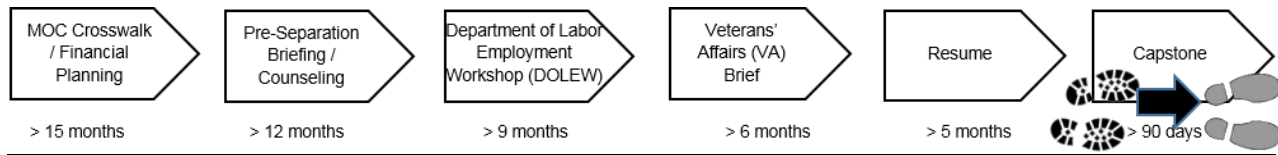
In order for a SM to execute a successful transition, the final six months must be focused on the implementation of the Individual Transition Plan (ITP) based on the track they are focused on (Employment Track, Higher Education (HE) Track, Entrepreneur Track or Career Technical Track (CTT)). Track-specific coursework and events are scheduled and facilitated by the SFL-TAP program staff on a weekly basis. All tracks, with the exception of the Employment track, require attendance at a 3-day workshop that immerses transitioning personnel in track-specific activities.

There exists a suite of enhanced services that have been made available at JBLM. Some of these opportunities include:

- Site Visits (HE, CTT, Entrepreneurship)
- Apprenticeship Programs – 100% Placement/Interview
 - VIP Program (Veterans in Plumbing/Heating, Ventilation and Air Conditioning (HVAC)/Welding)
 - MSSA (Microsoft Software and Systems Academy)
 - IUPAT (Industrial Union of Painters and Allied Trades)
- Career Days/Networking Events
- NW Edge Program
- Transition Enabler Partnerships: There exist a great number of opportunities that are available to you as part of the cooperation between JBLM and various external agencies. See your assigned SFL-TAP counselor for the most current list of opportunities and resources offered by our Transition Enabler Partnerships.
- For a current listing of all events check out the JBLM SFL-TAP Facebook Page at:

<https://www.facebook.com/JBLMUnlimited>

Chapter Seven: Separation Capstone Exercise



This chapter provides a brief synopsis on the procedures, roles and responsibilities of transitioning personnel in the final 90 day window prior to separation. It is important to ensure that they have met all transition gateways and prepared a plan for post-military life.

In this phase, personnel will execute the transition capstone. However, it is important that the unit-level administrative functions are also completed during this time frame as well. This includes your ETS or Retirement Award, final evaluation (if applicable), and the approval of Transition Permissive Temporary Duty (TPTDY) and transition leave.

HOMEWORK for ACAP to successfully meet CRS

!!! Please ensure that you provide a valid contact phone number & email to receive notices and updates!!!

- ☐ Complete Individual Transition Plan in VOW Handbook: pp 13 through 21 and blocks 1-6 on DD 2958 and respective ITP Tracks: Employment, pp 22-25; Education, pp 26-29; Technical Training, pp 30-33; Entrepreneur, pp 35-39
- ☐ Register for EBENEFITS (<https://www.ebenefits.va.gov/> & Print confirmation)
- ☐ Register for MyHealthEVet (<https://www.myhealth.va.gov/> & Print confirmation)
- ☐ Submit for GOLD Card at One Stop/jobcenter USA (jobcenter.usa.gov/ & Print confirmation)
- ☐ Print VMET at <https://www.dmdc.osd.mil/tgps/> and Joint Service Transcript (JST) at <https://jst.doded.mil/smart/welcome.do> for use during the MOC Crosswalk seminar
- ☐ Complete Gap Analysis, pp 86-88 in the VOW Book
- ☐ Complete Financial Readiness Worksheet, pp 189-198 in VOW Book, **AND** Budget reviewed by Financial Counselor
- ☐ Bring in copy of resume, references and two **SUBMITTED** job applications or job offer letter
- ☐ Complete assessment tool at <http://www.mynextmove.org/vets/> (bottom right **O*NET Interest Profiler**) or Kuder-Journey (www.dantes.kuder.com) and print assessment results
- ☐ See Transition Assistance Team in ACAP Main, BLDG 3271, Rm 114 to complete # 10, Continuum of Military Service
- ☐ Bring in copy of application letter/acceptance letter/class schedule for college/tech/trade school (when applicable)
- ☐ Complete mandatory ACAP curriculum: TO/MOC, VA I & II, Financial Readiness, DOL/TAP workshop
- ☐ Complete Track relevant workshop (Employment, Higher Ed, Career/Technical, Entrepreneur)
- ☐ Schedule CAPSTONE workshop (253-967-3258) within 90 days of separation in order to complete your DD Form 2958
- ☐ Bring back copy of DD2958 signed by **COMMANDER** when you Clear

Transition Capstone

The Capstone is a mandatory component of Transition GPS where Commanders, or Commanders' designees, verify that transitioning SMs have met [Career Readiness Standards \(CRS\)](#) and have a viable Individual Transition Plan (ITP). The purpose of the Capstone event is to evaluate a SM's preparedness to successfully transition from a military to a civilian career. If a SM requires or desires follow-on assistance, the Commander will facilitate a "warm handover" to appropriate helping partners such as the Department of Veterans Affairs (VA) or the Department of Labor (DoL).

Once all capstone activities are complete, to include the VA and DoL warm handover, the SM will be issued a DD Form 2958 which must then be signed by the SM's Commander. The SM will provide a copy of the completed and signed DD Form 2958 to the SFL-TAP staff upon receipt of the installation clearing papers.

Further, a copy of the DD Form 2958 will also be turned in to the transition counter at Waller Hall when the SM picks up their DD Form 214. The DD Form 2958 will become a part of the SM's permanent file and will be loaded to the Army Military Human Resource Record (AMHRR).

All capstone activities are located at Waller Hall, building 2140 on Liggett Avenue. These activities are scheduled through the SFL-TAP staff.

Transition Capstone Compliance

SMs will conduct a final SFL-TAP counseling session (Capstone) with an SFL-TAP counselor to validate completion of their SFL-TAP Track and ITP in order to complete the DD Form 2958 and identify whether or not the SM has met CRS. If the SM has not met CRS, he or she will be provided documentation to annotate shortcomings. This will serve as a final transition preparedness check. SFL-TAP staff will not sign installation clearing papers for SMs who have not completed all required transition activities associated with their SFL-TAP Transition Track.

Chapter Eight: Commander's Guide to Separation

This chapter provides a guide to assist Commanders and leaders at all levels in ensuring that all critical tasks and gateways are easily identifiable and are completed in a timely fashion. A leader's involvement in the transition activities will help to improve the process for SMs in their organization.

It is imperative that Commanders at every level understand that all transitioning SMs must be afforded adequate, uninterrupted duty time to meet all transition requirements and appointments. SMs enrolled in SFL-TAP workshops may not be pulled from the workshop.

Getting SMs to SFL-TAP and encouraging their participation demonstrates our commitment to them and their Families. Assisting them in securing post-military employment not only enables them to avoid financial hardship, but highlights the value of service to the Nation.

The table below visually depicts the mandatory gateways that all SMs must complete in order to successfully complete the CRS and SFL-TAP transition requirements.

WHAT	WHO	WHEN	WHERE	DURATION
Financial Planning Seminar	All	NLT 15 months prior to separation	Building 11577	6 Hours
Transition Overview and MOC Crosswalk,	All	NLT 15 months prior to separation	Building 11577	2 Hours
Attend Pre-Separation Briefing, Initial Counseling and sign up for eBenefits, My HealtheVet and DOL Career One Stop	All	NLT 12 Months prior to separation	Building 3271	4 Hours
Attend DOL Employment Workshop	All	NLT 9 Months prior to separation	Building 11577	3 Days
Attend VA Benefits I and II Briefings	All	NLT 6 Months prior to separation	Building 11577	6 Hours
Produce resume of choice	All	NLT 5 Months prior to separation	Building 3271	N/A
Attend 3 intermediate individual counseling sessions	All	3 - 12 months prior to separation	Building 3271	1 Hour each
Additional Mandatory Requirements are based on the SMs track	Employment Track Higher Education Track Entrepreneur Track Career Technical Track	Deadlines vary based on track requirements and individual transition plan.	HE at Stone Education All remaining at building 11577	Based on ITP
Attend final counseling session (Capstone) to review ITP success and sign clearing papers	All	NLT 90 days prior to separation date	Building 2140	2 hours

Chapter Nine: Un-programmed Losses

This chapter provides a brief guideline for Commanders of SMs who are considered “un-programmed losses,” or those being separated administratively from the service within a 90 day timeframe.

SMs who are undergoing an involuntary administrative discharge (Chapter Proceeding), will still have the opportunity to complete a portion of the SFL-TAP program. There exists a truncated timeline which allows maximum participation in the SFL-TAP program. This option occurs each week over 5 consecutive days and must be scheduled by the SM's Command team. At a minimum, SMs who are being administratively separated through chapter actions will complete pre-separation counseling with an SFL-TAP counselor and complete DD Form 2648, which will be included in the final approved separation packet.

For SMs separating for medical reasons or medical retirement, there are VOW-mandated courses that are set aside to enable them to complete the transition process in a timely manner. A limited number of courses are available at the Soldier and Family Assistance Center (SFAC) on a monthly basis.

SMs who are expeditiously removed from service and are unable to complete SFL-TAP requirements due to incarceration or absence without leave (AWOL) will conduct transition activities at the discretion of the Commander.

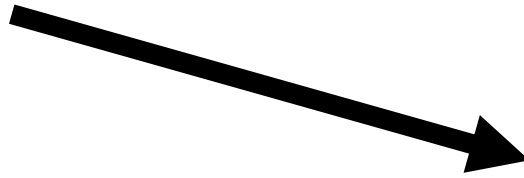
Commanders must closely coordinate the process of all un-programmed losses with administrative and legal channels that serve their organizations. This will ensure that there are no delays as an un-programmed loss moves towards separation.

Appendix A: References

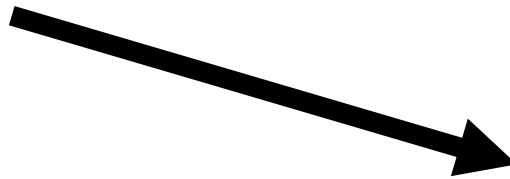
- JBLM Circular 600-6, Joint Base Lewis-McChord SFL-TAP, 2015 (DRAFT)
- Army Regulation 600-20. Army Command Policy, 6 November 2014
- Army Regulation 600-8-7, Retirement Services Program, 6 June 2010
- Army Regulation 600-8-24, Officer Separations and Discharges, 13 September 2011 (RAR of 12 April 2006 version)
- Field Manual 1-0, Human Resources Support, April 2014
- The Electronic Military Personnel Office Field User's Guide, July 2014
- Title 10, United States Code, sections 1142-44.
- VOW to Hire Heroes Act, Pub. L. No. 112-56, sections 201-256, 125 Stat 711-733 (2011).
- Department of Defense/Department of Veterans Affairs Wounded, Ill, and Injured Senior Oversight Committee Memorandum, December 10, 2008, subject: Implementation of Wounded, Ill, and Injured-Related Standard Definitions.
- Department of Defense-Veterans Affairs Veterans Employment Initiative Task Force Implementation Plan, Appendix A: Army, 31 December 2012.
- Under Secretary of Defense (Personnel and Readiness) Directive-type Memorandum (DTM) 12-007 (Implementation of Mandatory Transition Assistance Program Participation for Eligible SM), November 21, 2012, incorporating Change 2, effective 10 April 2014.
- Memorandum, Secretary of the Army, 29 August 2011, subject: Army Transition Policy.
- Execution Order 051-12, HODA G3 DAMO AOC (MC), 29 December 2011, Subject: "ISO Army Transition"

Appendix B – Social Media Feeds

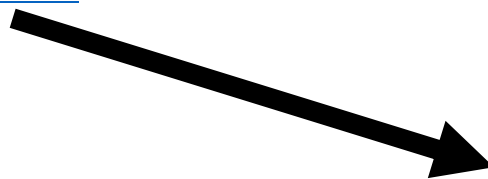
[Twitter.com/JBLM_SFL-TAP](https://twitter.com/JBLM_SFL-TAP) - Twitter Feed



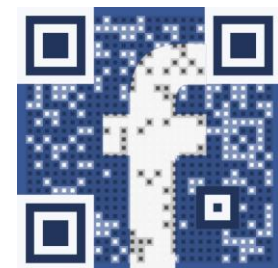
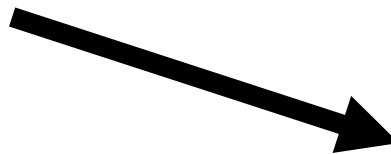
<http://jblmunlimited.com/> - Job Board






<https://www.linkedin.com/in/jblmSFL-TAP>



<https://www.facebook.com/JBLMUnlimited> - FB Page

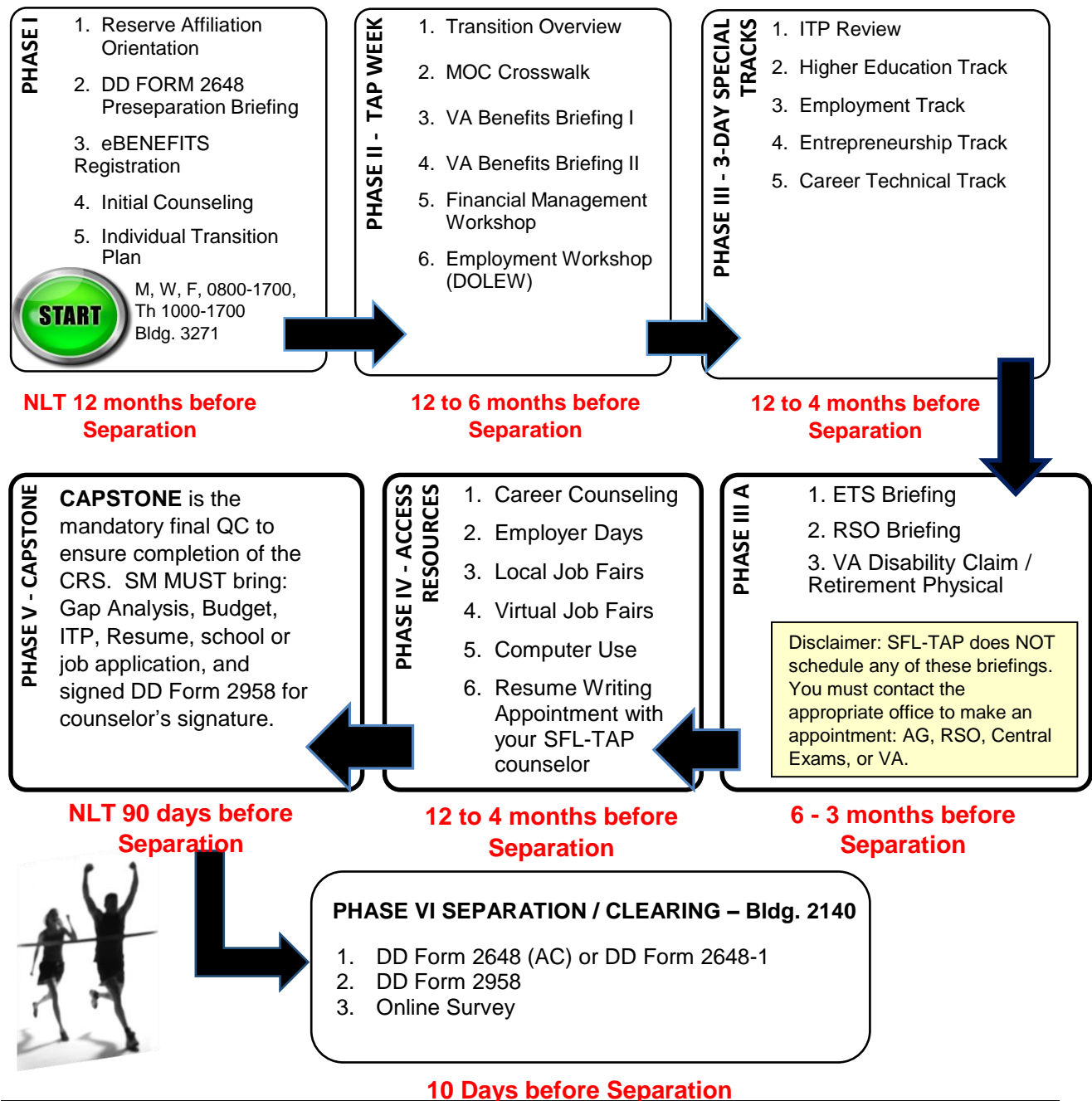


Appendix C: Points of Contact

LOCATION/MAILING ADDRESS	SFL - TAP Center Building 3271, 2nd Division Drive JBLM, WA 98433
General Information: Main Desk	Commercial: (253) 967-3258/5599 DSN: 357-3258/5599
Transition Services Manager (TSM)	Commercial: (253) 477-4752 DSN: 357-4752
SFL - TAP Center Site Manager (CIM)	Commercial: (253) 967-3919 DSN: 357-3919
Like Us	 Find us on Facebook
Visit Us	
Join Us	
Email	usarmy.jblm.imcom.list.dhr-acap@mail.mil
OFFICE HOURS	0800-1700 Mon, Tues, Wed, Fri 1000-1700 Thu
CLOSED	Closed on all Federal Holidays and Day of Non Scheduled Activities (DONSA) in conjunction with Federal Holidays. Please call for Holiday and DONSA schedules
ADDITIONAL LOCATIONS:	11577 41st Division Drive, Lewis North 174 Pittsenbarger Blvd, McChord Field Waller Hall, Lewis Main

Appendix D - SFL-TAP Transition Map & Checklist

SMs on JBLM Main call (253) 967-3258 or (253) 967-5599 to make appointments to start the process. Remotely stationed SMs can register on the SFL-TAP Online Homepage at <https://www.sfl-tap.army.mil>, accessing the SFL-TAP Virtual Center at: <https://www.sfl-tap.army.mil/virtual/pages/virtual/default.aspx>, or visiting the JBLM SFL-TAP Center, Building 3271 on 2nd Division Drive. SMs who are deployed or are remotely located from an SFL-TAP center can use the SFL-TAP website or can coordinate to receive support from their State ARNG, USAR Regional Support Commands, or their unit S1/G1/J1.



The events mandated for completion of the Career Readiness Standards are scheduled on a recurring basis as listed below. Changes can occur to the schedule on short notice. Always check with the SFL-TAP Center for prior to the scheduled appointment to verify the appointment time, date, and location; or possible cancellations. (253) 967-3258 or (253) 967-5599. SFL-TAP is open weekly Monday - Wednesday and Friday from 0800-1700 and Thursday from 1000-1700. SFL-TAP is located on Lewis Main at BLDG 3271, Lewis North at BLDG 11577 and McChord Field at BLDG 174.

EVENT		DAY	FREQUENCY	TIME	LOCATION
PHASE I – PRESEPARATION BRIEFING					
Reserve Affiliation Orientation		Monday – Friday	By Appointment	Operating Hours	Hawk
DD FORM 2648 Pre-Separation Briefing		Monday – Friday	Daily	Operating Hours	SFL-TAP Locations
	eBENEFITS	Included as part of Pre-separation Briefing			
	Initial Counseling				
	Individual Transition Plan				
PHASE II – TAP WEEK (Can be taken as a 5 day course or as individual blocks)					
VA Benefits Briefing Phase I		Monday and Tuesday	Weekly	0800 -1200	Hawk Transition Center
Transition Overview		Mon, Tues and Wed	Weekly	Varies	Hawk Transition Center
VA Benefits Briefing Phase II		Monday and Tuesday	Weekly	1300-1530	Hawk Transition Center
Military Occupational Code Crosswalk		Mon, Tues and Wed	Weekly	Varies By Location	Hawk Transition Center
Financial Management Workshop		Tuesday	Weekly	0800-1230	Hawk Transition Center
Employment Workshop (DOLEW)		Mon-Wed, Tues-Thurs, Wed- Fri	Weekly	0800 - 1630	Hawk Transition Center
Executive TAP Week (Bachelor's Degree Required for attendance)		Monday - Friday	Bi-Weekly	0800-1630	McChord Field, Bldg 174
PHASE III - TRACKS					
ITP Review		By Appointment	Daily	0800-1700	SFL-TAP Locations
Entrepreneurship Track		Tuesday -Thursday	Once a Month	0800 - 1600	Hawk Transition Center
Education Track		Monday-Wednesday	Weekly	0800 - 1630	Stone Ed Center
Career Technical Track		Monday-Wednesday	3Xs a month	0800 - 1630	Hawk Transition Center
PHASE III A – SPEIAL REQUIREMENTS FOR OTHER AGENCIES					
ETS Briefing		1st & 3rd Monday	Bi-Weekly	1500 - 1630	Bldg. 2140 Waller Hall
RSO Briefing		Thursday	Twice Monthly		Bldg. 2140 Waller Hall
VA Disability/Retirement Physical		Monday – Friday	Daily	0730 - 1600	Madigan Clinics
PHASE IV – RESOURCE ACCESS					
Resume Writing/Interview Prep		Individual Appt.	Daily	Operating Hours	SFL-TAP Locations
Employer Days/Job Fairs/Virtual Events		Vary	Vary	Vary	Vary
PHASE V– CAPSTONE					
CAPSTONE		Wed, Thurs	Weekly	0800, 1000, 1300	Bldg. 2140 Waller Hall

Annex E – SM / Leader’s Guide to CRS and the SFL-TAP Process

	EVENT	DAY/TIME	LOCATION	DESCRIPTION	DATE
<div>START HERE</div> <div>PHASE I - NLT 12 months prior to Separation</div>					
1.	Reserve Affiliation Orientation	Daily Operating Hours	Bldg 3271 Rm114 or Waller Hall	Provide individual counseling to transitioning SMs on Reserve Component benefits and opportunities	
2.	DD FORM 2648 Pre-Separation Briefing	Daily Operating Hours	SFL-TAP	SMs will complete the statutory pre-separation briefing <u>DD FORM 2648 (*)</u> either by appointment at the SFL-TAP Center or online at the following link: https://www.sfl-tap.army.mil .	
3.	eBENEFITS	Daily Operating Hours	SFL-TAP	SMs must register on <u>(WWW.EBENEFITS.VA.GOV) and (WWW.MYHEALTH.VA.GOV) (*)</u> . Conducted as part of Pre-Separation	
4.	Initial Counseling	Daily Operating Hours	SFL-TAP	Immediately following the briefing complete an Initial Counseling (IC); Schedule all SFL-TAP briefings and events.	
5.	Individual Transition Plan	Daily Operating Hours	SFL-TAP	SFL-TAP Counselor will assist SMs in filling out sections 1 & 6 of the ITP. SMs MUST bring to MOC, Financial Planning and DOLEW.	
<div>PHASE II - Scheduled months 12 to 6 either as a 5 day course or as individual blocks; but <u>NLT 6 months prior to Separation</u></div>					
1.	Transition Overview	Varies By Location	Hawk Transition Center	Will receive the Participants Guide – must bring to MOC, Financial Planning, and DOLEW seminars	
2.	VA Benefits Briefing Phase I	Mon or Tues 0800-1200	Hawk Transition Center	A prerequisite to attending is registration on eBENEFITS and myHEALTHeVET.	
3.	VA Benefits Briefing Phase II	Mon or Tues 1300-1530	Hawk Transition Center	A prerequisite to attending is registration on eBENEFITS and myHEALTHeVET	
4.	MOC Crosswalk	Varies By Location	Hawk Transition Center	Military Occupational Crosswalk. Must have the completed <u>GAP ANALYSIS (*)</u> at the conclusion of seminar.	
5.	Financial Management Workshop	Mon or Tue: 0800-1230	Hawk Transition Center	Must create the <u>12-MONTH TRANSITION BUDGET (*)</u> ; confirmed by SFL-TAP Financial Counselor.	
6.	Employment Workshop (DOLEW)	Wed - Fri or Tues-Thurs, 0800-1630	Hawk Education Center	Prerequisites & bring to class: (1) MOS Crosswalk, (2) DD 2648, (3) ITP Modules 1 & 6 completed, (4) Education Record, (5) DD Form 2586, (6) AARTS, (7) NCOER / OER. SMs register online for DOL Career OneStop at: www.careeronestop.org	

	EVENT	DAY/TIME	LOCATION	DESCRIPTION	DATE
PHASE III - Can be scheduled between 6 and 12 months; but <u>NLT 6 months prior to Separation</u>					
1.	ITP Review	Individually by appointment	SFL-TAP	Voluntary mid-process review of the ITP process to assist in ensuring SM is on track to complete Career Readiness Standards	
2.	Higher Education Track	Mon-Wed (weekly) 0830-1630	Stone Ed Center; BLDG 174 McChord Field	Higher Education Track includes: Preparation, College Credits, Researching schools, Applications, Campus Life and Using Campus Resources – off-site visits 3 rd Day	
3.	Career Technical Track (CTT)	Mon-Wed twice per month 0800-1630	Hawk Transition Center; BLDG 174 McChord Field	CTT will assist transitioning SM in identifying civilian technical occupations, establishing career goals, highlight VA education benefits and beginning applications for credentialing and vocation training – off-site visits 3 rd Day	
4.	Entrepreneurship Track:	Tues-Thurs. once a month 0830-1600	Hawk Transition Center	Provide transitioning SMs the knowledge, tools and resources they need to evaluate opportunities as entrepreneurs – off-site visits 3 rd Day	
5.	Advanced Resume Writing	Mon or Tues: 1300-1600	BLDG 3271	Resume produced in the workshop must be reviewed by an SFL-TAP Counselor; you cannot get credit on the CRS until it is reviewed.	
PHASE IIIA - Can be scheduled between at 6 month; but <u>NLT 3 months prior to Separation</u>					
6.	ETS Briefing	1st & 3rd Mon 1500 -1630	Waller Hall	The Transition Center will publish ETS orders upon SMs attending the separation briefing	
7.	RSO Briefing	Thursdays	Waller Hall	NOTE: Survivor Benefit Plan is mandatory for married SMs No appointment necessary.	
8.	Retirement Physical			NOTE: Physical is mandatory for retiring SM appointments.	
PHASE IV - Can be scheduled at any time during process; but <u>NLT 3 months prior to Separation</u> completed.					
1.	Career Counseling	Varies IAW Supporting Agency	Various Locations	SFL-TAP, ACES, VA, SBA, ACS, ESD	
2.	Employer Days	Vary Each Month – See List of Upcoming Events	Vary	There are new companies appearing on a weekly basis. Flyers are posted on the SFL-TAP JBLM Facebook page https://www.facebook.com/jblm.SFL-TAP	

	EVENT	DAY/TIME	LOCATION	DESCRIPTION	DATE
3.	Local Job Fairs	Quarterly / as announced	Surrounding Community	POC: SFL-TAP Transition Manager, Family Employment Services Manager, Employment Liaison	
4.	Virtual Job Fairs	As announced	Online	Clients can utilize the computer labs at BLDG 3271 or 10D7 to participate during normal operating hours.	
PHASE V - CAPSTONE – 120 to 90 days prior to Separation					
1.	CAPSTONE	By Appointment During Normal Operating Hours	BLDG 3271	CAPSTONE is the mandatory final QC to ensure completion of the CRS. SM MUST bring: Gap Analysis, Budget, ITP, Resume, school or job application, and signed DD Form 2958 for counselors signature.	
PHASE VI - SEPARATION					
PRIOR TO going to Waller Hall to get clearing papers: All SMs must confirm that they have in their possession:				1. DD Form 2648 (AC) or DD Form 2648-1 2. DD Form 2958 3. Online Survey: Go to the following web address to complete the 12-question survey and print off the verification: http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey	

1. SMs may schedule focused transition-related training, counseling, and computer lab appointments throughout their transition. Counselor and computer lab appointments provide time for assisted resume writing, job search, and career research.
2. Disclaimer: This handout is only meant as a quick guide and checklist for transitioning SMs and their commanders. For complete information about procedures and exemptions to policy refer to JBLM Policy Memo 23 and other references cited above.
3. Mandatory SFL-TAP transition assistance training will begin for all SMs no sooner than 18 months and no later than 12 months prior to their separation date (those retiring may begin 2 years prior and continue for life).
4. SMs being considered for release earlier than their contractual separation date (e.g., administrative or medical separation) will be referred to SFL-TAP immediately upon identification as a candidate for early release.

POC: Robin J. Baker, SFL-TAP Services Manager, JBLM, WA; E-Mail robin.j.baker10.civ@mail.mil; Office Phone: (253) 477-4752

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